

**City of St. Paul Forestry
Labor Management Committee
Minutes, September 20, 2010**

The City of St. Paul Forestry Labor Management Committee exists to provide an improved means of communication between Union members and Management. The primary goal is to collectively work together in an environment of openness, trust and honesty that will result in, and support the actions of the group through a working partnership in the organization to increase safety awareness, cooperation, and a sense of pride in job accomplishment through shared responsibility and understanding.

Labor Members: Kyle Meyer and Ted Kocienda

Management: Cy Kosel, Shawn Locke and Scott Kruse

Local 49 Business Rep.: Mark Pothén

Topics Discussed

Safety hard hats – Class E category – type to work within 10 feet of electrical conductors.

No expiration date on safety harnesses or lanyard's, responsibility of user to inspect.

Gaffes on hooks need to be replaced every five years regardless of use.

Belts/lanyards (10 to 6 foot belts) recently purchased.

Discussion regarding proper care of belts and lanyards in bucket trucks when it's raining, this causes mildew and undue wear.

Discuss bringing in all tools and material from the box at the end of the day.

How to dry wet ropes out: In the past they have put a ladder up in the furnace room; however, don't know if that is practical or legal anymore. To be deferred for next meeting or the Safety Coordinator.

Discussed cleanliness of safety vests and when they need a new one to assure visibility requirement.

Hearing protection – Employees have a choice of disposable ones or permanent muffs but need to wear them.

Increased signage in work zones – they are being used properly, occasionally there will be a car that sneaks through the work zone.

Discussed CPR and first aid training this month.

Line clearance certification training – three days of training, thereafter it is a one day recertification.

Discussed a safety incentive program.

Discussion on inviting Ron Hauth, safety coordinator, to the next meeting.

Next Meeting

The next meeting is scheduled for October 18, 2010 from 7:30 – 8:30 a.m., in the large conference room.

Next Agenda

Call out procedure and information sharing with the LMC.

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Attendees

Labor Members:	Kyle Meyer, TW and Ted Kocienda, TW
Management:	Cy Kosel, Shawn Locke and Scott Kruse
Local 49 Business Rep.:	Mark Pothen
Absent:	Beth Ann Stone, PW3

Business

- Review and approve minutes of Sept 20, including Mark's format (used here) and mission statement. Approved.
- Discuss Todd's request for a new style helmet, though old one may yet be OK. Mgmt will replace defective equipment with new whenever needed, and is willing to upgrade all equipment to better if justified but may have to phase in over time for budgets to cover cost, e.g., outfitting recent employee cost~\$800. Employees must then pledge to wear such new equipment if mgmt goes out of the way to purchase for them.
- It is stated that employees should not wear defective helmets and equipment and it I up to them to point out to mgmt if defective.
- Discuss defective ladder issue and ladder racks. Determined that there was one ladder on Paul Misiewicz's truck with a crack in it and it has now been replaced. Also decide that rubber mounts on racks are not provided by manufacturer and probably not necessary anyways.
- Mentioned that trades staff recently borrowed tower truck and did not fold boom down correctly into cradle. Trades need to be educated and follow rules about securing. Not doing so may damage truck for others, make it unsafe and/or put it out of service. Cy will mention to Trades supervisor.
- Mentioned that each operator is responsible to check equipment for safe use, should not operate unless in safe condition, and is responsible for reporting unsafe equipment.
- Discuss request to have hooks added to front of new Cat loader for pulling over trees. John Hall says doing so could damage boom arms or bucket and would void warranty. Also concern for snapped cables flying into windshield and injuring operator. Group agrees that Cat should be used infrequently for pulling trees and not the norm, and that when done on these occasions, it shouldn't be an issue to hook cable on the provided rear hitch and pull going forward. However, the first option should always be using a tandem dump, in which case, operator should pull trees in reverse because they can't see out the back and they need to watch the cutter.
- Also mentioned that Cat loader will not be permitted for use in pushing over trees, for cutter and loader operator's safety and to protect machine.
- Discuss recent accident where tree fell on to home. Though there were a number of contributing factors, operator error was admitted as number one for cutting through the notch before ready.
- Maintenance of trucks is discussed and it was suggested that operators do more thorough checking of cables and interior mechanisms. Some workers are apparently better than others in inspection,

and when trucks get shifted around, operator may end up with one that hasn't been inspected thoroughly enough. Discussion on removing inspection plates or not. Ultimately, it was agreed that mgmt would check with Equip Services and operator's manuals for what items exactly operators should be checking and which should be left for mechanics. This will be reported back and also check to see if they have a maintenance check off sheet that could be used.

- It was further mentioned that standard housekeeping of vehicles should be concentrated on by operators, as well, as some cabs are not clean and kept up to acceptable standards.
- Discuss recent accident/head injury and whether all steps were taken that could have avoided it. Ultimately, it is stressed that workers take all precautions including a complete hazard inspection and to take all factors into account, e.g., wind speed, limb size, etc., so not to endanger themselves, others, or equipment, for accident and/or injury.
- Brought up if these meetings are the place to discuss/review individual accidents and/or injuries. After much debate, it is tabled for more discussion next meeting.
- Discuss whether we should have written committee bylaws or protocol. After discussion, Mark says he will provide examples of from committees at next meeting.

Next Meeting: Monday, November 15, 2010, 7:30, Como Shop Large Conference Room.

**City of St. Paul Forestry
Labor Management Committee
Minutes, November 15, 2010**

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Attendees

Labor Members: none
Management: Cy Kosel, Scott Kruse
Local 49 Business Rep.: Mark Pothen
Absent:

Business

- **Meeting was cancelled** due to a combination of reasons that did not allow staff to attend, including a 7 inch snow fall over the weekend that required PW plowing and storm damage clean up of trees, and CPR training for some staff today. Pothen, Kruse and Kosel informally met and briefly discussed the new PW snow plowing procedure that mandates Forestry staff to report on weekends and holidays for snow emergencies. No official actions taken.

Next Meeting: Monday, December 20, 2010, 7:30, Como Shop Large Conference Room.

**City of St. Paul Forestry
Labor Management Committee
Minutes of December 20, 2010**

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Attendees

Labor Members:	Kyle Meyer
Management:	Cy Kosel, Scott Kruse, Shawn Locke
Local 49 Business Rep.:	Mark Pothen
Absent:	Beth Ann Stone working night shift w/PW snow removal. Ted Kocienda off for medical reasons.

Business

- Issue of Joe Richie getting reprimand from PW for not reporting to plow. Joe claims he never was notified. Code Red not in use then also. Possible grievance.
- How many hours can workers work by law for plowing? Inconsistent, dangerous? Find out! Mark and Cy will look into it.
- Discuss "Code Red" for PW plowing.
- Discuss addition of new small tree trimming crew using 3 PWIII's working with TW, pickup, trailer, sometimes chipper, etc.
- Inform about new door hangers being made up and that staff will be asked to use to improve customer communication.
- Discuss tower truck inspections and how far do TW's go? PW does not want covers removed, etc. Only do what is designed for operators to handle.
- Scott mentions tandem has an exhaust leak that PW was avoiding to repair because of time involved that would take vehicle out-of-service. They have now addresses. But the demand for mechanical service really hampers getting Forestry vehicles serviced in a timely fashion. Plowing demands this winter are now priority and further complicate regular work. It appears that lots of little items that should be address aren't because guys know it will take too long for PW to handle. Is this leading to guys overlooking safety issues? Pre-trip inspection sign-off are official documents and sups will discuss the importance of being accurate and thorough.
- Mark voices concern safety is becoming complacent. Scott suggests having DOT inspector come out some a.m. and go over trucks with crews to see how well they are doing. Cy will ask John Hall to arrange.

Next Meeting: Monday, January 17, 2011, 7:30, Como Shop Large Conference Room.



AGENDA
SAFETY PROGRAM IMPROVEMENTS
MEETING
IMPLEMENTATION SAFETY TEAM
December 7, 2010

SAFETY IS NO ACCIDENT

1. Review agenda
2. Minutes from November 16, 2010 meeting
3. CNA proposal for tunnels update
4. Programs Policies and Written Document Status Update
5. Policies for approval
 - a. Lab Safety
6. Carbon Monoxide Nitrous Oxide monitor in garage update
7. Training
8. Other business
9. Next Meeting January 18, 2010
10. Adjourn



AGENDA
SAFETY PROGRAM IMPROVEMENTS
MEETING
IMPLEMENTATION SAFETY TEAM
February 15, 2011

SAFETY IS NO ACCIDENT

1. Review agenda
2. Minutes from January 18, 2011 meeting
3. Contacts for Guard and Phone for CNA Update
4. Carbon Monoxide Nitrous Oxide monitor in garage update
5. Programs, policies and written documents update
6. Policies to be considered for developing
 - a. Ergonomics
7. Training
8. Other business
9. Next Meeting March 15, 2011
10. Adjourn



SAFETY PROGRAM IMPROVEMENTS
MEETING
IMPLEMENTATION SAFETY TEAM
December 7, 2010

SAFETY IS NO ACCIDENT

Minutes

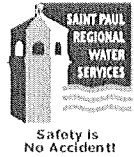
1. Present – Dave Wagner, Jim Graupman, Dave Schuler, Phil Zollinger, Lorrie Brown, John Blackstone, Bruce Berg,
2. Minutes from November 16, 2010 meeting – No additions or corrections.
3. CNA proposal for tunnels – – The CNA letter dated November 16, 2010 was reviewed. Two resources were discussed, the National Guard and Bear Com. Both options will be explored and presented as soon as possible. After a communications alternative is identified then protocols will be developed for entering the tunnels.
4. Programs Policies and Written Document Status – The summary will be updated for the January 18, 2011 meeting
5. Policies for approval to the Manager Safety Team
 - a. Lab Safety – The Lab Safety Policy is being updated and is expected to be ready for the January 18, 2011 meeting
6. Carbon Monoxide and Nitrous Oxide detectors in the garage were discussed. The CO monitors have been installed and are working. The Michaels Engineering letter, Distribution Garage Diesel Exhaust Testing, dated June 4, 2010 was reviewed. Bruce Berg will arrange for a dosimeter to be placed in the garage and shop to monitor nitrogen dioxide and nitrogen oxide. The lab report will include exposure levels and other pertinent data so that a recommendation can be developed for monitoring levels of nitrogen dioxide and nitrogen oxide.
7. Training Matrix – The matrix will be recommended for Managers Safety Team approval.
8. Other business – No other business
9. Next Meeting January 18, 2011
10. Adjourn



AGENDA
SAFETY PROGRAM IMPROVEMENTS
MEETING
IMPLEMENTATION SAFETY TEAM
January 18, 2011

SAFETY IS NO ACCIDENT

1. Review agenda
2. Minutes from December 7, 2010 meeting
3. Contacts for Guard and Phone for CAN Update
4. Policies for approval
 - a. Lab Safety
5. Carbon Monoxide Nitrous Oxide monitor in garage update
6. Training
7. Other business
8. Next Meeting February 15, 2010
9. Adjourn

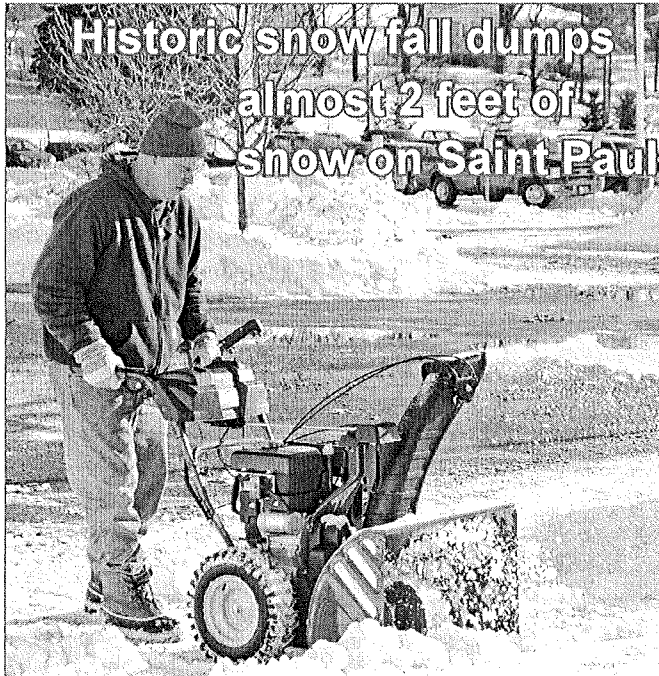


SAFETY PROGRAM IMPROVEMENTS
MEETING
IMPLEMENTATION SAFETY TEAM
November 16, 2010

SAFETY IS NO ACCIDENT

Minutes

1. Present – Dave Wagner, Jim Graupman, Dave Schuler, Phil Zollinger, Lorrie Brown, John Blackstone, Bruce Berg,
2. Minutes from October 28, 2010 meeting – No additions or corrections.
3. CNA proposal for tunnels – Blackstone met with CNA on November 1
4. Programs Policies and Written Document Status – The summary will be updated for the December 7 meeting
5. Policies for approval to the Manager Safety Team
 - a. Respiratory Protection
 - b. Cranes and Hoists
 - c. Compressed Air
 - d. Machine Guarding
 - e. Carbon Monoxide
6. Carbon Monoxide and Nitrous Oxide detectors in the garage were discussed. Jim Graupman will investigate the situation and provide an update at the December 7 meeting
7. Training Matrix – The matrix will be recommended for Managers Safety Team approval. A draft training calendar was present to the team for review and comments. Discussion will continue at the December meeting. If approved at the next meeting, it will be presented at the December Managers' Safety Team meeting.
8. Other business – No other business
9. Next Meeting December 7, 2010
10. Adjourn



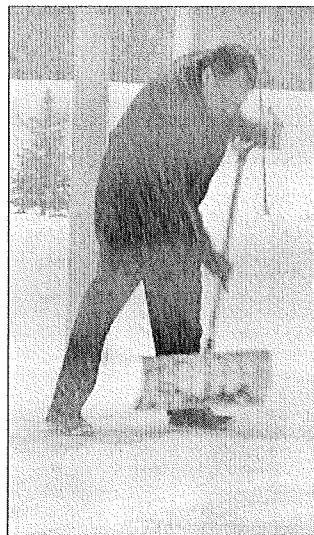
**Historic snow fall dumps
almost 2 feet of
snow on Saint Paul**

Jeff Johnson, water utility worker, clears snow from the visitor's parking lot on Dec. 15, days after digging out from 23 inches measured at the Saint Paul Airport. Official measurement for the Twin Cities taken at the Minneapolis-Saint Paul International Airport totalled 17.1 inches after the Dec. 11 snow storm. Crews from SPRWS cleared employee and visitor lots right away, and took a few more days to move some of the mounds of snow that piled up.

Another round of snowfall on Dec. 20 brought in an additional 4.6 inches of snow to the Twin Cities throughout the day, making it necessary to clear the sidewalks.

At right, Steve Schneider, general manager, clears off the sidewalk visitor's entrance to the lobby on Monday, Dec. 20.

The unusual amounts snow also buried fire hydrants around the city, and SPRWS worked with the city fire department to determine areas where hydrants needed to be cleared. Our crews from distribution and Vadnais cleared about 1,000 hydrants in the weeks following the Dec. 11 snowstorm.



Obey traffic signals on site to help keep everyone safe

We value the lives and safety of our customers, vendors, visitors, and employees.

In an effort to make Saint Paul Regional Water Services as safe as it can be, we have put in traffic signs throughout our facility.

These include pedestrian crossings, a rail road crossing, stop signs, and other painted road markings to help alert drivers, and pedestrians of potential danger.

We have a busy facility, with trucks and cars driving in and out of various exits and driveways. Our main access road shares part of its railroad crossing with a pedestrian and bike trail.

With so many chances for encounters with other cars, trucks, heavy equipment, trains, and people, obeying traffic signals is essential to the safety of everyone who works or visits here.

Especially now with mounds of snow limiting sight lines and snowfall creating slippery conditions, it is harder to see oncoming people and vehicles and difficult to stop quickly.

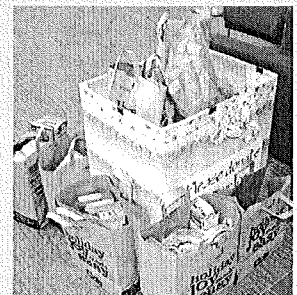
Of particular concern is the railroad crossing. Though the trains come through infrequently, any collision could be catastrophic.

Visitors, vendors, and employees in cars and trucks must pass over the railroad tracks at that sign. Let's make sure to come to a full stop before crossing the train tracks.

And give our visitors and employees a brake--stop for them at pedestrian crossings. Obeying the traffic signs will keep everyone safer.

Thank you for your generosity!

Thanks to all SPRWS employees who donated dry goods and canned food for Second Harvest Food Shelf. The collection took place in the lobby during the last few weeks of December and was delivered on Dec. 23.

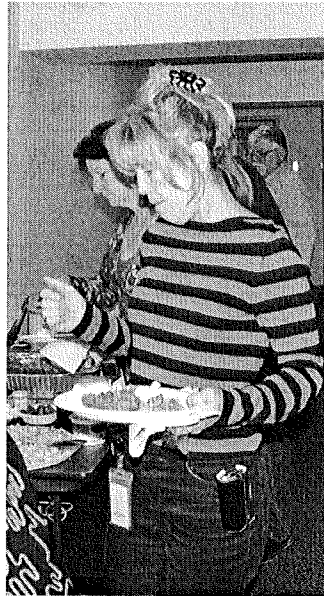


Around the Utility

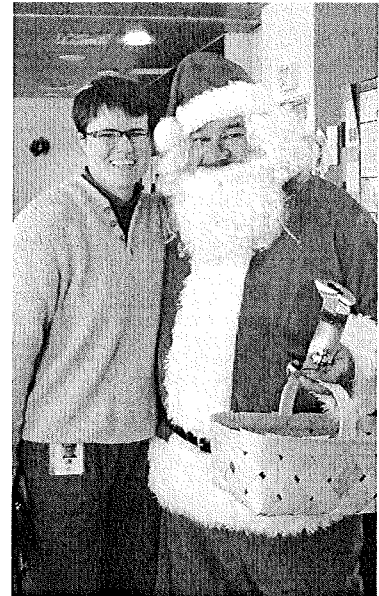
Holiday parties bring staff together



Staff who work out of the production plant gather for a holiday meal together on Dec. 16 at the plant break room. The annual event provides an opportunity for pumping engineers, water quality specialists, electricians, carpenters, painters, water maintenance workers, and plant production staff to get together.



Mary Hiber enjoys her last holiday party at SPRWS. Her last day was Dec. 30.



Jodi Wallin gets a candy cane and a hug from Santa Claus at the business division gathering on Dec. 20.



Kou Vang picks up some roast pig while Greg Miller, who carved up the pig for the first half of the distribution event, and Bob Meyer, in hat, carving up the pig, share a laugh.



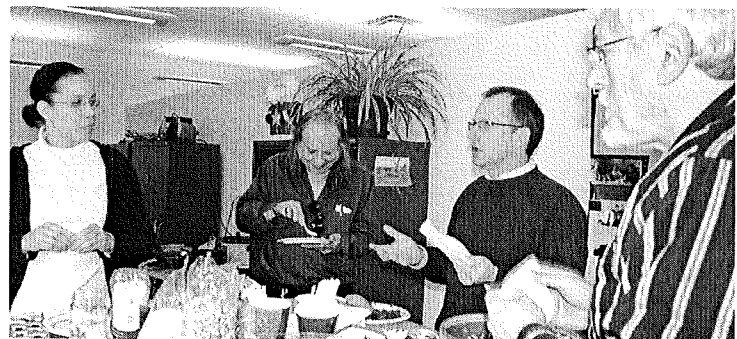
Norma Kaliszewski resets the oven temp after pulling out potatoes from the oven while Sandy Hernandez helps out with the hot food for the distribution holiday meal on Dec. 21.



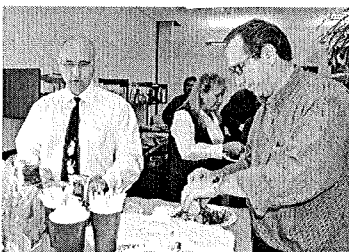
Business division staff get together on Dec. 20.



Distribution division staff get together on Dec. 21.



Above, Lorrie Brown, Mark Freiseis, Steve Schneider, and Larry Petrie get together for the engineering and administration luncheon on Dec. 23.



Left, Bill Tschida, Richelle Nicosia, and Brent Marsolek, take part in the engineering festivities.

**Street and Bridge Maintenance Division
Safety Committee Meeting Minutes
January 5, 2011**

In attendance:

Shawn Hammond – AFSCME
Henry Skrypek – Local 49
Rickie Sanders – Local 132
Greg Tanem – AFSCME
Jimmy Burnette – Local 120
Jim Weeks – Manual and Maint Supervisors
Kevin Nelson – Street Maint. Engineer
Rocky Sarzoza – Local 120
Kurt Dornfeld – Local 132

Items discussed:

- Kevin Nelson is still interested in setting up a meeting with Paul St Martin of Traffic and Ron Mundahl of Municipal Equipment to go over different ideas of improving the flow of traffic in the Dale St Yard.
- The sanding platforms have been inspected and fixed to make them safe; however, they need to be leveled out due to snow buildup underneath of their bases. They have been leveled.
- We discussed some various issues with night operations:
 - The rented skidsteers and they do not have 360° strobes. We have since gotten 6 strobes and they are going to be installed.
 - We discussed the possibility of having spotters/flagmen to assist the operators of the skidsteers when clearing corners.
- We discussed the possibility of using injured employees for the purpose of having spotters/flagmen.
- It was brought to our attention that the three columns on the new salt shed blend into the color of the walls when backing vehicles in. We have installed reflective material on the three columns.
- It was brought to our attention that the area around the gas pumps gets slippery when there is slush and/or snow around the area. Kevin Nelson mentioned he would talk to Doug Drusch about the possibility of running a sweeper through the area to get some of that slush out of there.
- We discussed replacing the swinging gate near the front door, since removing it we have had some issues with citizens walking right into the office and right up to employees in the office. This is a safety concern.
- At the next Street and Bridge Maintenance Safety Meeting we will review the proper ways to operate the 800 MHz radios.

We were not able to have our Safety Meeting for January because of the weather.

Our next Safety Committee Meeting will be on February 2, 2011 at 7:30am in the front conference room at Street Maintenance.